



Anzar Abdul Wahid

Senior Document Controller

PERSONAL SUMMARY: I have more than 14 years multi disciplinary projects experiences in the field of Document Controlling in UAE and India.

AREAS OF EXPERTISE

*Document management,
Document Control*

*Office IT skills,
Project Audit
Preparations,
Secretarial tasks*

*Archiving
Document Control
Data entry*

PROFESSIONAL

*Languages - English,
Hindi, and Arabic
reading and writing*

PERSONAL SKILLS

*Organising skills
Communication
Target orientated*

PERSONAL DETAILS

Anzar Abdul Wahid

Dubai - UAE

DOB: 08-05-1982

Nationality: Indian

Sex: Male

Marital Status: Married

Passport No: S8646933

Visa status: Transferable

Contacts: 00971 50 950 1649

Email: anzarpallickal@gmail.com

Holder of Indian Driving Licence

** Light Motor Vehicle*

** Motor Cycle With & without gear.*

A Document Controller with a proven ability to establish and maintain an effective filing and archiving system for paper documents and electronic documents and files in accordance with company and archiving procedures. Possessing extensive knowledge of: electronic data management systems, supplier document controls, electronic filing systems, LCI/DFO final handover and also technical library (inc. codes and standards, and legislation) etc.

Easy going by nature and able to get along with both work colleagues and senior managers, currently looking for a suitable Senior Document Controller position.

WORK EXPERIENCE UAE AND INDIA

SENIOR DOCUMENT CONTROLLER

January 2018 – 2022: SEED Engineering Consultants - India

December 2015 – 2018: Aurecon Engineering - Dubai

November 2011 – 2015: Ramboll Middle East - Dubai

November 2007 – 2011: Samadhin Associates - Dubai

Responsible for establishing and maintaining an effective Document Control systems. Ensuring that all design documentation is accurate, up to date and accurately distributed to relevant project teams.

Duties:

- Maintaining a tracking facility to enable documents to be updated easily.
- Scanning in all relevant new documents.
- Checking deliverables of documents are accurate and as per the QA/QC.
- Presentation and filing of documents and drawings.
- Responsible for maintaining hard copy information.
- Issuing and distributing controlled copies of information.
- Managing and maintaining a Meridian Document Control System.
- Provide advice on procedures of issue and methods in accessing the system.
- Ensuring all documents are as up to date as possible within electronic filing systems.

KEY SKILLS AND COMPETENCIES

- Aconex (Files Transferring Programme)
- 4Projects (Extranet)
- EDMS (Electronic Data Management System)
- Primavera Expedition
- BIW (Files Transferring Programme)
- Constructware (Autodesk Files Transferring Programme)
- Newforma (Files Transferring Programme)
- AutoCAD 2007 (Basic Knowledge)
- Microsoft Outlook
- MS-Office (Word, Excel, Power Point, Photoshop)
- Strong IT, database and communication skills, project folder security permissions
- Experience with document control packages such as Asite.
- Excellent interpersonal skills and a professional telephone manner.
- Utilizing a range of office software, including email, spreadsheets and databases.
- A comprehensive understanding of health and safety regulations.
- Ability to evaluate, prioritize, organize and delegate work schedules.
- Proven decision making skills.
- Able to react quickly and effectively when dealing with challenging situations.
- Assisting departments with queries on documentation requirements & submissions.

ACADEMIC QUALIFICATIONS

BCom: Bachelor of Commerce (Taxation Law and Practice)

Higher Secondary: Accountancy, Auditing and type writing

SSLC: Secondary School Leaving Certificate